



WEST VALLEY CITY
Unity • Pride • Progress

COMMUNITY & ECONOMIC DEVELOPMENT
DEPARTMENT

MINOR SUBDIVISION APPLICATION
for property located at

FEE: \$250.00 + \$100.00/lot for preliminary and final plat
\$100.00 development inspection fee

Impact fees and public improvement bond to be paid at time of issuance of building permit.

Date _____ Application # _____

Subdivision Name _____ Number of Lots _____

* Property Owner _____ Phone _____

Mailing Address _____ Zip _____

Developer/Agent _____ Phone _____

Mailing Address _____ Zip _____

E-Mail Address _____ Sidwell No. _____

TOTAL AREA - Acres or Square Feet: _____ **Zoning:** _____

1. Right-of-way of existing access road(s) _____

2. Required lot area is _____. Required width is _____.

3. Area of smallest lot is _____. Width of smallest lot is _____.

4. Improvement District that will serve this subdivision is _____.

5. Are all ditches on or adjacent to the subdivision noted on the preliminary plat?
_____ Yes _____ No

6. Are there any water shares which were previously used on the property?
_____ Yes _____ No

7. If yes, identify the owner(s) of the water shares on the attached sheet.

8. Will the subdivision result in the creation of any parcels which would not conform with the applicable zoning ordinance or would act as a protection strip?
_____ Yes _____ No

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the West Valley City Planning staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____

WATER SHARE DISCLOSURE

Name of water share owner(s) _____.

Address of water share owner(s) _____

Telephone number of water share owner(s) _____.

Number of shares on the property _____.

Irrigation or canal company _____.

WEST VALLEY CITY
MINOR SUBDIVISION
APPLICATION CHECKLIST

This is a list of required items which must be submitted with your preliminary plat application for a minor subdivision. These requirements can be found in Section 8-5 of the West Valley City Subdivision Ordinance. Please check each item off as you obtain or complete it. This will help you to insure that your application is complete when it is submitted. All of the listed items must be provided unless specifically waived by City staff. Please be aware that *incomplete applications will not be accepted by the Community Development Department.*

-
- ' MINOR SUBDIVISION APPLICATION with appropriate affidavits signed by property owners, and a fee in the amount of \$250.00 plus \$100 per lot and a \$100 development inspection fee.
 - ' Water Share Disclosure form.
 - ' _____ copies of the plat meeting the requirements of the West Valley City Engineering Division Preliminary Plat Requirement Check List for Major & Minor Subdivisions.
 - ' Sidwell Map showing subject property and all properties within 300 feet, together with a computer printout of property owners within 300 feet of the subject property. Both are available from the County Recorder's office.
 - ' Property address and legal description of the subject property (available at the County Recorder's office)
 - ' Proof of ownership. This can be a tax notice, warranty deed, printout from the County Recorder's office, or any other document that establishes current ownership of the property to be subdivided.
 - ' A current title report coinciding with the boundaries of the subdivision.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED BY THE
COMMUNITY DEVELOPMENT DEPARTMENT!**

WEST VALLEY CITY
ENGINEERING & PLANNING DIVISIONS
FINAL PLAT REQUIREMENT CHECKLIST FOR MAJOR & MINOR SUBDIVISIONS

Plat Requirements

- ☐ Title Shall include approved name and phase number of subdivision, 1/4 Section, Township and Range followed by words "West Valley City."
- ☐ Signed and sealed by surveyor.
- ☐ Total acres shown.
- ☐ Total number of lots given.
- ☐ Description agrees with drawing.
- ☐ Lot distances equal boundary and street distances.
- ☐ Written and graphic scales, and North arrow shown (North to top or right of sheet).
- ☐ Vicinity map.
- ☐ Monument, hydrant, and easement key/legend shown.
- ☐ Monuments shown at intersections, P.C. and P.T. or at P.I. if within roadway.
- ☐ Basis of bearing shown.
- ☐ Subdivision tied to section monument; oriented to two adjoining monuments.
- ☐ Point of beginning shown.
- ☐ Boundary clearly defined (solid heavy line).
- ☐ Ties to adjoining subdivisions shown and checked.
- ☐ Rights-of-way checked; streets within 200' shown.
- ☐ Proper approach angle on streets; intersections with major streets must dedicate right-of-way to chord.
- ☐ Public utilities and drainage easements (10' front and rear, 8' one side).
- ☐ All curve data correct.
- ☐ All necessary distances included and bearings on streets.
- ☐ All lots to close to within 0.020'.
- ☐ Exterior closure within 0.010'.
- ☐ Lot area shown; smallest lots checked for area.
- ☐ Postal easements shown.
- ☐ Hydrants shown (2nd review).
- ☐ Checks with ownership plat; adjoining ownership shown.
- ☐ Street names shown and approved (non-linear streets to have alpha name as well as coordinates). Street names to be approved by Salt Lake County Auditor's office.
- ☐ Address and set back schedule.
- ☐ Existing easements of record shown on plat.
- ☐ Signed by owner and notarized (Mylar).

Notes Required on Plat

- ☐ A soils report in accordance with Section 7-19-604 of the West Valley City Ordinances has been prepared.
- ☐ Note indicating historical depth of high water table and elevation of lowest floor slab (min 3' above wt). Lowest floor slab referenced to finished TBC.
- ☐ Include table showing finished floor elevation for each lot.
- ☐ Identify lots where special drainage facilities will be required.
- ☐ Erosion control must be practiced during all phases of construction.
- ☐ Off-set pins to be placed in the back of the curb and 5/8" x 18" rebar with numbered survey cap to be placed at all rear corners prior to any occupancy.
- ☐ Yard light to be installed on each lot.
- ☐ Building permits will not be issued for any home until 1) asphalt paving is installed; and 2) fire hydrants are installed, approved & charged.
- ☐ This area is adjacent to Agriculturally Zoned property and is subject to the normal, everyday sounds, odors, and all other aspects associated with an agricultural lifestyle. (If adjacent to A zones).

Additional Requirements

- * Completion of Utah Pollutant Discharge Elimination System (UPDES) permit required.
- * Final plat will not be approved prior to approval of plan and profiles by City Engineer.
- * Current soils report required.
- * 6' Chain-link fencing adjacent to agricultural zones.
- * Letters from all utility companies indicating their review and approval of plat.
- * ***A \$50.00 multiple re-check fee will be charged for multiple reviews of the same plat.***

"I certify that I have addressed the items in the preceding checklist. I understand that incomplete plats will be returned without review and a \$50 recheck fee will be required."

Authorized Signature

Subdivision Name:_____

Address:_____

WEST VALLEY CITY ENGINEERING SUBDIVISION PLANS CHECKLIST

Street Plan requirements:

- 9 1. Show existing and proposed improvements on opposite and adjacent frontages;
- 9 2. Show plan and profile of streets, including sidewalk, curb and gutter;
- 9 3. Include TBC data at regular intervals: ½ stations, **a** to ¼ delta at curves;
- 9 4. Pavement section not less than soils report recommendations;
- 9 5. Include storm drain improvements on plan & profile; include Monuments on street plans;
- 9 6. Include north arrow, scale and legend;
- 9 7. Reference plans to APWA standard plans and WVC standards;
- 9 8. Submit two sets on appropriately sized plans - 24"x36";
- 9 9. *Contact appropriate external agencies.

Drainage plan requirements:

- 9 10. Indicate lot drainage;
- 9 11. Show all irrigation and drainage ditches and proposed piping;
- 9 11. Include peak runoff generated in each basin, peak flows in pipes;
- 9 12. High water contour required in detention areas, if any.
- 9 13. Show directional flow arrows for all gravity-flow piping on plans.

Erosion control plan requirements:

- 9 14. Provide construction period and long-term erosion control plan.

* External approvals

UDOT access permit required (State roads); City access approval (Trace Robinson, 963-3204)

Written approval from water users to pipe or abandon any ditches on property

UPDES discharge permit (Department of Environmental Quality, Division of Water Quality)

Salt Lake County Flood Control permit, if applicable

“I certify that I have addressed the items in the preceding checklist. I understand that incomplete plans will be returned without review and a \$50 recheck fee will be required.”

Authorized Signature

Deliver completed forms with plat and plans to Steve Lehman.

WVC Use Only

Date Received

Projected Review Date

Date Returned

**WEST VALLEY CITY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION**

Minor Subdivision Information Sheet

Subdivisions which meet all of the following criteria are minor subdivisions:

- ! Results in the creation of no more than 9 lots;
- ! Requires no dedication of streets;
- ! Requires no extension of streets or utilities;
- ! Conforms to the general character of the surrounding area.
- ! Will not adversely affect the remainder of the parcel or adjoining property.

Minor subdivisions are subject to review and approval by the West Valley City Planning Commission and West Valley City Council. The following procedure is used for processing minor subdivisions.

1. **SCHEMATIC PLAN REVIEW** - Schematic plans are informal plans prepared by a land owner or developer to illustrate a conceptual plan and to consult with and receive assistance from the City regarding the regulations and design requirements applicable to the subdivision of the property. This procedure is required because it facilitates resolution of problems and revisions before the preparation of a formal plat. The schematic plan will be reviewed by staff and presented to the Planning Commission for their comments. These comments will be made available to you before application for final plat approval.
2. **FINAL PLAT APPROVAL** - Final Plat approval by the Planning Commission and City Council is required before a minor subdivision plat is recorded. The final plat and all information and procedures relating to it must comply with all applicable ordinances.

Final Plat Application Requirements - Complete the application form attached for a minor subdivision. Answer all questions on the application as completely as possible. A non-refundable fee must be submitted at the time of application. The amount of the fee is \$250.00 plus \$100.00 per lot. A development inspection fee of \$100 per lot will also be required.

To help you complete the application you will also need the following:

- 1) **A document verifying proof of ownership.** The current property owner must be the applicant but may designate an authorized agent to act in his or her behalf. Proof of ownership may include a County Recorder's printout indicating ownership with corresponding parcel number, a Warranty Deed or tax notice. Other forms of proof may be submitted to the City Attorney for approval.
- 2) **Property address and legal description.** A legal description can be obtained from the deed, tax notice, or County Recorder's Office.
- 3) **Property plat with aerial photograph (Sidwell Map)** from the Salt Lake County Recorder's Office, 2001 South State, Suite N1600, 468-3391. Your property should be clearly marked in red. The plat must be accompanied by the current computer printout of all the property owners within 300 feet of the outer boundaries of your property. Notification of your proposal will be sent to the adjacent property owners by West Valley City.
- 4) **Water Share Disclosure form.** This form is attached to the subdivision application. West Valley City ordinances require a developer of land to identify any water interests that have been previously been tied to the land, and if those interests belong to the developer, conveyance of those rights to the City for fair market value in cash, or credits against flood control or park impact fees.
- 5) **Title Report.** The title report should coincide with the boundary of the subdivision.

Final Plat Requirements - Attached is a checklist which will assist you and your surveyor in preparing a plat which

is complete and will be less likely to be returned to you for revisions. If you or your surveyor have any questions about what needs to be on the plat, please call 963-3282 and ask for a planner.

Application Processing - The required number of copies of the plat must be submitted with the application. Copies of the plat are submitted to various City departments, public agencies, utilities, and service districts for review and comments. The planning staff will route these plans for comment. All comments will be compiled and submitted to the Planning Commission to aid in their decision. A copy of the staff analysis including the comments from these agencies is available on the Tuesday before the public hearing. The planning staff will be in contact with you in the week preceding the hearing to review all comments and issues. If you have any additional information, please feel free to contact the staff prior to the hearing.

Public Hearing - The Planning Commission meets the second and fourth Wednesday of the month, except for November and December when they meet only the second Wednesday of the month. Your application will be scheduled for a public hearing as soon as all comments from City Departments have been received. You will be notified when the subdivision is scheduled for the public hearing. The public hearing by the Planning Commission begins at 4:00 p.m. in the City Council Chambers, West Valley City Center, 3600 Constitution Boulevard. You or your representative should be present at the hearing at 4:00 p.m. to explain your case and answer questions. In addition, a study session/field trip, open to the public, is held on Wednesday at 3:00 p.m. the week prior to the hearing.

Typically, the Planning Commission will make a decision on your request the day of the public hearing. They will either approve, approve with conditions, continue, or deny the application. You will receive written notice of the decision approximately one week after the hearing date.

Once the Planning Commission has recommended approval of the final plat, it is sent on to the City Council for final approval. All revisions to the final plat or conditions imposed by the Planning Commission must be completed before the application will be referred to the City Council. The City Council will approve, continue, or deny the final plat application. If the application is denied, the City Council will specify the reasons for its denial. Within one year, you may submit to the Community Development Department a plat altered to meet the requirements of the City Council. Final plat approval expires 6 months after the date the City Council approval is given. No extensions of this deadline will be granted.

3. **PLAT RECORDATION** - After City Council approval and satisfaction of any outstanding conditions of plat approval, you will need to obtain the necessary signatures on the original mylar copy of the plat and return the mylar to the Community Development Department with the required plat recordation fee. The plat will be presented by the City Recorder to the Salt Lake County Recorder for recordation. Lots may not be legally marketed, sold, or developed until the subdivision is recorded.

Recording The Plat - Once City Council approval of the final plat is received, the following items must be completed before the plat will be presented to the Salt Lake County Recorder by the City Recorder for recordation.

- 1) Completion or bonding for any public improvements required as part of the subdivision (subdivider performance bond).
- 2) Payment of Flood Impact fees. These fees will vary according to the location in the City, size and number of lots, and type of development.

When these requirements are met the subdivision will be recorded. The subdivision is now complete.